



POLICIES AND PROCEDURES

MONTGOMERY COUNTY

DEPARTMENT OF FIRE AND RESCUE SERVICES

NO. 501

PAGE

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DATE

January 16, 1988

DIRECTOR APPROVAL

TITLE

AWARDS AND RECOGNITION POLICY

PURPOSE

- 1.0 To recognize personnel/units who distinguish themselves in the performance of their duties, or who contribute significantly to the achievement of the goals of the Corporations, Department of Fire Rescue Services and the Montgomery County Government.

APPLICABILITY

- 2.0 All fire rescue personnel.

DEFINITIONS

- 3.0 Awards Committee - that body of individuals selected to review and make recommendation on the granting of awards and recognition. The body may include the following:

- a. An senior officer (Captain or Chief Officer)
- b. An junior officer (Lieutenant or Sergeant)
- c. A Master Firefighter/Rescuer
- d. A Firefighter/Rescuer III
- e. A Non-Uniformed Employee

Appointments to the committee will be made by the Director on a yearly basis. Two members will be replaced each year. The membership of the committee must represent a cross-section of the Department. The Director may appoint volunteer members to the committee as appropriate.

- 3.1 Letter of Recognition/Commendation - a written or verbal receipt from a citizen, group, or from within the service which recognizes actions by one or more individuals.
- 3.2 Individual/Unit Citation - the documentation of a specific act or acts by an individual or unit which recognizes excellence in performance of duty or action in attaining departmental goals.



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- 3.3 Award of Valor - the formal proclamation and award for an act by which an individual or unit substantially contributed to saving of a life, or the direct reduction in a major property loss. The action would involve instances of bravery above and beyond the call of duty, which involve personal risk, and which demonstrate a judgment, zeal, or an ingenuity above and beyond that normally involved in the regular performance of duty.
- 3.4 Special Awards - that category of awards which the Director may, from time to time, institute to acknowledge particular long-term actions of his employees. Examples include recognition for attendance, safety in the work place, safety in driving, public relations, etc.
- 3.5 External Awards - Awards provided to members of the Department from the various civic groups of the service areas.
- 3.6 Gratuity - Additional Award or Compensation provided to enhance the acknowledgment of any Award provided for in this or any other Policy. Gratuities may include Documents, Proclamations, Plaques, tangible gifts, receipt of additional leave or monetary compensation, or other items as are deemed appropriate and acceptable within the guidelines of law.

POLICY

- 4.0 It will be the policy of the Department of Fire and Rescue Services to encourage recognition of all employees for outstanding or extraordinary performance on a sustained basis, or for similar acts of heroic or exemplary performance.

RESPONSIBILITY

- 5.0 All personnel are responsible for initiating and/or forwarding all nominations for awards as may be deemed appropriate under these guidelines. The person initiating the nomination must provide thorough written explanation and documentation for accurate consideration. The person initiating the nomination may include recommendations for additional Gratuities as they deem appropriate. The responsibility for validity of awards resides with the Awards Committee. The chain of command must ensure that all nominations reach the Awards Committee for their consideration.



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5.1 A. The Awards Committee is responsible to review all nominations to the Director including type of award, related gratuity, and effective date. The effective date may be retroactive. The review must be completed and a recommendation forwarded to the Director's Office within thirty days of receipt of a nomination for award. The committee may undertake such examination and investigation as it deems necessary to complete its recommendation.

B. The Awards Committee will review and update this policy each December. Their recommendations will be forwarded to the Director for action.

5.2 The Awards Committee must establish and publish criteria approved by the Director which provide guidelines for deciding the appropriateness of any award.

5.3 The Director must finalize the decision on the Award Nomination and any accompanying Gratuity within thirty days of the receipt of the Awards Committee recommendations. The actual issue of any award must occur within ninety days of decision. The Director may delegate the approval and issue of Letters of Recognition/Commendation to staff.

5.4 The Director is responsible to ensure that citizens and civic groups are provided with receipt for letters of nomination and are informed as to actions taken on their behalf or as a result of their action.

5.5 When External Award Nominations are solicited from a Corporation or civic groups, then the senior supervisor of the service area involved will make recommendation to the Director for selection of the employee to be honored.

PROCEDURE

6.0 All internal nominations for awards/recognition will be initiated as soon as possible after the action meriting such award/recognition is known. All internal nominations must occur within thirty days of receipt of information identifying that an award/recognition may be appropriate.



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- 6.1 Internal nominations may be initiated by any Corporation member or employee of DFRS. The nomination must include a full description of the event, persons involved, and actions deserving of formal award/recognition. The written description, and all supporting documentation should be forwarded to the Director through the chain of command.
- 6.2 The immediate supervisor will insure that all necessary information and documentation is in order and forward the nomination upward through the chain of command. Each level of the chain of command will review, comment, and forward the nomination to the Bureau Chief who will forward it to the Awards Committee, and retain a copy noting the processing date and method of transmittal.
- 6.3 External Recognitions received by any employee of DFRS or Corporation will be immediately forwarded to the supervisor of the employee or employees being referenced by the outside party. The immediate supervisor will forward the information, appropriate supporting documentation, and recommendation on the award to the Awards Committee, retaining a copy indicating the processing date and method of transmittal.
- 6.4 The Awards Committee will review and investigate the nomination as necessary to reach a decision on their recommendation. They will forward their recommendation, the original nomination, all accompanying information and supporting documentation to the Director within the specified time limits. The Awards Committee will maintain a copy of each package for one year from recommendation.
- 6.5 The Director will complete designated responsibilities and ensure that all required actions, including appropriate referrals to or conversations with the Corporate designee, to affect the award or recognition are performed in a prompt manner. Major awards should be presented in a formal setting by appropriate officials of DFRS and County Government.
- 6.6 When all processing is completed, the entire file on each award/recognition will be forwarded for inclusion in the employee's personnel file and/or to the Corporations for inclusion in the member's file.